# **ACCESSIBLE EVENTS CHECKLISTS**

When planning activities, ensure the following checklist items are considered.

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| **Yes** | **Checklist Item** |
| Signage |
| [ ]  | Is it clear and located for someone in a seated position? |
| [ ]  | Are the letters in non-serif font, and written in upper and lower case? (don’t make it all capitals) |
| Site Maps |
| [ ]  | Have you indicated where the roads are closed? |
| [ ]  | Have you indicated drop off points for people with a disability or frail older adults? |
| [ ]  | Have you indicated the location of accessible public toilets? |
| [ ]  | Have you indicated the location of the accessible parking bays and other parking? |
| [ ]  | Have you indicated the occasional seating or shaded areas? |
| Invitations and Promotional Materials |
| [ ]  | Have you added an accessibility statement, to let readers know other formats are available and how to obtain them via telephone, email or website? |
| [ ]  | Have you included an offer to provide accessibility aids and/or support in an accessibility statement on the invitation? |
| [ ]  | Are universal symbols of access used? |
| [ ]  | Have you mentioned that the venue is ‘accessible’? |
| [ ]  | Have you asked if guests have any support needs? |
| [ ]  | Do you have an RSVP system for people who are deaf or hard of hearing, including TTY (teletypewriter), National Relay Service or text messaging facilities? |
| [ ]  | Have you advertised the costs and various pricing e.g. for seniors, concession holders, etc? |
| [ ]  | Have you advertised that Companion Cards can be used? |
| [ ]  | For online advertising, have you used alt text? |
| [ ]  | Information on a video or animation may be better for some people than written information.  |
| Outdoor Venue |
| [ ]  | Is there a drop off area for people with a disability and frail older people close to the entry? |
| [ ]  | Are there clearly marked accessible parking bays available? |
| [ ]  | Does the approach to the venue have a firm level surface? (no loose gravel) |
| [ ]  | Is the signage outside and inside the venue large, clear and easy to read? |
| [ ]  | Is there a site map for disability access directions? |
| [ ]  | Have you organised an accessible portable toilet? |
| [ ]  | If there are stalls, are they at a wheelchair friendly height? |
| [ ]  | If a ramp is required, does it have handrails?  |